

The year end, reorganizational meeting of the Villenova Town Board, held December 28, 2016 at 1094 Butcher Road, South Dayton NY was called to order by Supervisor Ardillo at 7:00PM after the Pledge to the Flag.

**Present:**        **Richard Ardillo**        - **Supervisor**  
                      **Westley Tessey**        - **Councilmember**  
                      **Sarah LoManto**        - **Councilmember**  
                      **Keith Butcher**        - **Councilmember**

**Absent:**        **Angelo Graziano**        - **Councilmember**

**Others Present:**  
                      **Donald Michalak**        - **Town Attorney**  
                      **Chuck Luce**        - **Highway Superintendent**

**Recording Secretary:**  
                      **Julie Goodway**        - **Town Clerk**

\*\*\*A MOTION was made by Sarah LoManto, seconded by Keith Butcher WHEREAS General Vouchers #137 – 145 totaling \$3,565.96 General Prepay #37 totaling \$4,427.94, Highway Vouchers #169 – 176 totaling \$8,868.01 Highway Prepay #17 totaling \$85.75 were submitted, reviewed and approved for payment.

**Adopted:**        **Ardillo**        - **aye**  
                      **Tessey**        - **aye**  
                      **LoManto**        - **aye**  
                      **Butcher**        - **aye**  
                      **Graziano**        - **absent**

\*\*\*A MOTION was made by Keith Butcher, seconded by Westley Tessey to modify the 2016 Budget by decreasing line DA5110.4 General Repair Contractual \$3,608.00 and increasing line DA5130.2 Machinery Equipment \$3,608.00.

**Adopted:**        **Ardillo**        - **aye**  
                      **Tessey**        - **aye**  
                      **LoManto**        - **aye**  
                      **Butcher**        - **aye**  
                      **Graziano**        - **absent**

\*\*\*A MOTION was made by Sarah LoManto, seconded by Westley Tessey to modify the 2016 Budget by decreasing line DA5110.4 General Repair Contractual \$10,000.00, and increasing line DA5130.4 Machinery Contractual \$10,000.00.

**Adopted:**        **Ardillo**        - **aye**  
                      **Tessey**        - **aye**  
                      **LoManto**        - **aye**  
                      **Butcher**        - **aye**  
                      **Graziano**        - **absent**

\*\*\*A MOTION was made by Keith Butcher, seconded by Sarah LoManto to move \$10,000.00 unexpended funds from General Savings to the reval savings account, AND \$20,000.00 unexpended funds from General Savings to Building Reserve.

**Adopted:**        **Ardillo**        - **aye**  
                      **Tessey**        - **aye**  
                      **LoManto**        - **aye**  
                      **Butcher**        - **aye**  
                      **Graziano**        - **absent**

\*\*\*A MOTION was made by Westley Tessey, seconded by Keith Butcher to move \$60,000.00 unexpended funds from Highway Savings to Highway Equipment Fund.

**Adopted:**        **Ardillo**        - **aye**  
                      **Tessey**        - **aye**  
                      **LoManto**        - **aye**  
                      **Butcher**        - **aye**  
                      **Graziano**        - **absent**

**Supervisor Ardillo:** issued the yearend financial statement as prepared by Bahgat & Laurito Bahgat. He states “the Town is in really good financial shape in part due to Chuck Luce maintaining and repairing equipment in house as much as possible, and an extra estimated \$60,000.00 in sales tax revenues.” He did ask the highway superintendent for a replacement schedule for equipment.

He took a moment to thank the board for their dedication to serving their community, “You’ve done an amazing job.” Behind the scenes he has received help from former supervisor Yvonne Park, town clerk Goodway, and he appreciates all the help. He is proud of the accomplishments of the board.

The reorganizational portion is as listed:

\*\*\*A MOTION was made by Keith Butcher, seconded by Sarah LoManto designating the Observer, Dunkirk NY as the “Official Newspaper”, Evans Bank, NA Forestville Branch – “Depositor”, meeting dates and times – the second Wednesday of every month at 7:00PM, Town Hall, mileage rate - reimbursement for official travel - \$.45/per mile, Patriotic Observance – South Dayton American Legion. Official Polling Place – Town Hall.

**Adopted:**     **Ardillo**       - aye  
                   **Tessey**         - aye  
                   **LoManto**       - aye  
                   **Butcher**         - aye  
                   **Graziano**       - absent

\*\*\*A MOTION was made by Westley Tessey, seconded by Keith Butcher to make the following appointments:

Town Attorney - Donald Michalak  
 Deputy Highway Superintendent - Michael Emke Walker (Chuck Luce made this appointment)  
 Deputy Supervisor- Westley Tessey  
 Code Enforcement Officer - David Crossley  
 Dog Control Officer - Kristina Wiles  
 Town Historian - Barbara Wise  
 Registrar - Julie Goodway  
 Deputy Registrar - Jerry Park  
 Court Clerk - Julie Goodway (Approved by Justice Lucas)  
 Highway Account Clerk - Richard Ardillo

**Adopted:**     **Ardillo**       - aye  
                   **Tessey**         - aye  
                   **LoManto**       - aye  
                   **Butcher**         - aye  
                   **Graziano**       - absent

\*\*\*A MOTION was made by Sarah LoManto, seconded by Westley Tessey authorizing the Supervisor to invest idle town funds.

**Adopted:**     **Ardillo**       - aye  
                   **Tessey**         - aye  
                   **LoManto**       - aye  
                   **Butcher**         - aye  
                   **Graziano**       - absent

\*\*\*A MOTION was made by Sarah LoManto, seconded by Westley Tessey

**Be it RESOLVED**, the Town Board hereby authorizes expenditure by Superintendent of Highways without Prior Town Board Approval,

**WHEREAS**, Section 142, Subd. 1(a) of the Highway Law authorizes the town board to adopt a resolution permitting the town superintendent of highways to purchase equipment, tools and implements without prior approval of the town board in an amount to be fixed by it from time to time; and

**WHEREAS**, it is determined by the Board to be reasonable and proper and in the best interest of the efficient functioning of the Highway Department that the Town Superintendent of Highways of the Town be granted permission to purchase such items without its prior approval in an amount not to exceed \$2000.00.

**Now, Therefore, Be it Resolved**, that the Town Superintendent of Highways be and he/she hereby is authorized to spend an amount not in excess of \$2,000.00 for the purchase of equipment, tools, and implements without the prior approval of the Board; and

**Be It Further Resolved**, that the authorization hereinabove granted shall be construed as meaning that the total amount of all such items purchased by the Town Highway Superintendent shall not exceed the amount of \$2,000.00 in the fiscal year 2017.

**Adopted:**     **Ardillo**       - aye  
                   **Tessey**         - aye  
                   **LoManto**       - aye  
                   **Butcher**         - aye  
                   **Graziano**       - absent

\*\*\*A MOTION was made by Sarah LoManto, seconded by Westley Tessey authorizing the Highway Superintendent to enter into agreement with Chautauqua County to spend item 1 monies and unexpended balance for highway maintenance.

**Adopted:**     **Ardillo**       - **aye**  
                   **Tessey**        - **aye**  
                   **LoManto**     - **aye**  
                   **Butcher**      - **aye**  
                   **Graziano**     - **absent**

\*\*\*A MOTION was made by Sarah LoManto, seconded by Keith Butcher HEREBY adopting the 2017 Salaries according to the 2017 adopted budget:

Supervisor                         - \$8,000.00  
 Councilmember’s (4)             - \$1,000.00/each  
 Highway Superintendent         - \$40,000.00  
 Justice                             - \$3,800.00  
 Town Clerk/Tax Collector       - \$13,400.00  
 Court Clerk                       - \$3,400.00  
 Assessor                          - \$9,785.00  
 Dog Control Officer             - \$2,000.00  
 Code Enforcement Officer       - \$8,000.00  
 Registrar                         - \$300.00  
 Historian                         - \$300.00  
 Town Attorney                   - \$6,500.00 up to 80 hours, then \$75.00/hr. Any and all professional services related to the wind tower project will be billed and paid from those funds.  
 Highway Employees              - according to the current Teamsters Contract

Highway Employees, including the Highway Superintendent, Town Clerk, Court Clerk & Assessor will be paid biweekly.

Registrar, Historian – annually

Councilmember’s – quarterly

Planning/Zoning Board – quarterly

Supervisor, Justice, Dog Control Officer, Code Enforcement Officer – monthly

**Adopted:**     **Ardillo**       - **aye**  
                   **Tessey**        - **aye**  
                   **LoManto**     - **aye**  
                   **Butcher**      - **aye**  
                   **Graziano**     - **absent**

\*\*\*A MOTION was made by Sarah LoManto, seconded by Keith Butcher, **BE IT RESOLVED**, that the Town of Villenova Board does hereby establish the following as a standard workday for its elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Retirement System.

All Elected Officials

Supervisor  
 Councilperson  
 Town Clerk/Receiver of Taxes  
 Justice  
 Five day work week, six hour days

Superintendent of Highways  
 Machine Equipment Operators  
 Five day work week, eight hour days

Appointed Officials

Town Attorney  
 Assessor  
 Code Enforcement Officer  
 Members of the Zoning Board of Appeals  
 Members of the Planning Board  
 Court Clerk  
 Five day work week, six hour days

**Adopted:**     **Ardillo**       - **aye**  
                   **Tessey**        - **aye**  
                   **LoManto**     - **aye**

**Butcher** - aye  
**Graziano** - absent

\*\*\*A MOTION was made by Westley Tessey, seconded by Keith Butcher, WHEREAS, the Town of Villenova Procurement Policy, Employee Handbook, Violence in the Workplace Policy, Building Code Fee Schedule and the Town of Villenova Ethics Policy, having been reviewed, is approved and adopted.

**Adopted:** **Ardillo** - aye  
**Tessey** - aye  
**LoManto** - aye  
**Butcher** - aye  
**Graziano** - absent

\*\*\*A MOTION was made by Westley Tessey, seconded by Keith Butcher to pre-approve the reimbursement of tolls and related expenses of Town Officials for the purpose of conducting "Official Town Business" or attending training seminars.

**Adopted:** **Ardillo** - aye  
**Tessey** - aye  
**LoManto** - aye  
**Butcher** - aye  
**Graziano** - absent

\*\*\*A MOTION was made by Sarah LoManto, seconded by Keith Butcher naming Donald Michalak, Town Attorney Official Delegate for the Town of Villenova while attending the Association of Towns Seminar.

**Adopted:** **Ardillo** - aye  
**Tessey** - aye  
**LoManto** - aye  
**Butcher** - aye  
**Graziano** - absent

\*\*\*A MOTION was made by Sarah LoManto, seconded by Keith Butcher granting Rich Ardillo, Supervisor the authority to negotiate a potential purchase agreement for the adjoining land to the Town's gravel pit. He is to present the potential purchase agreement to the Town Board for approval.

**Adopted:** **Ardillo** - aye  
**Tessey** - aye  
**LoManto** - aye  
**Butcher** - aye  
**Graziano** - absent

Keith Butcher took a moment to publically thank Westley Tessey for the presentation of his prepared statement at the meeting on Dec. 14.

With no public in attendance,

\*\*\*A MOTION was made by Westley Tessey, seconded by Sarah LoManto to adjourn meeting at 8:00PM.

**Adopted:** **Ardillo** - aye  
**Tessey** - aye  
**LoManto** - aye  
**Butcher** - aye  
**Graziano** - absent

**Respectfully Submitted:**  
**Julie Goodway**  
**Villenova Town Clerk**